

# RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
NORTH-WEST FIRE PROTECTION DISTRICT  
HELD  
June 13, 2018

A regular meeting of the Board of Directors of the North-West Fire Protection District (referred to hereafter as "Board") was convened on Wednesday, the 13<sup>th</sup> day of June 2018, at 6:00 P.M., at the District's Fire Station No. 2, 21455 Highway 285, Fairplay, Colorado.

## ATTENDANCE

### Directors in Attendance Were:

Will Crago, President  
Kim Castellano, Secretary  
Maria Mitchell, Treasurer  
Tim Zingler, Director

### Directors Absent Were:

Tom Nourse, Vice President (excused)

### Also in Attendance Were:

Chief Kristy Olme; North-West Fire Protection District  
Kammy Tinney, Teresa Adler and Chelsey Green; Pinnacle Consulting Group, Inc.  
Matt Court, Esq.; Ireland, Stapleton, Pryor & Pascoe, P.C.  
Uli Keeley, CPA; John Cutler & Associates

Chairman Crago called the meeting to order at 6:07 P.M.

Following discussion, upon motion duly made by Director Zingler, seconded by Director Castellano and, upon vote, unanimously carried, the absence of Director Nourse was excused.

Chairman Crago declared that a quorum of the Board is present, with three of five members in attendance. Upon the arrival of Director Mitchell, there were four of five members in attendance.

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ADMINISTRATIVE MATTERS Agenda: Chief Olme distributed for the Board's review and approval a proposed agenda for the regular meeting. Following review and discussion, upon motion duly made by Director

Crago, seconded by Director Zingler and, upon vote, unanimously carried, the agenda was approved, as amended.

Disclosure of Potential Conflicts of Interest: Chairman Crago inquired whether there were any conflicts to disclose by Board members present, which have not already been adequately disclosed. There were no potential conflicts to disclose by Board members present.

Minutes: The Board reviewed the minutes of the May 9, 2018 regular meeting. Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Castellano and, upon vote, unanimously carried, the Board approved the minutes of the May 9, 2018 regular meeting, as presented.

Community Comments: There were no members of the community present.

Directors' Items: There were no Directors' Items presented.

Review and Consider Approval of 2017 Audit: Ms. Adler introduced Ms. Keeley to the Board. Ms. Keeley provided a summary of the draft audited 2017 financial statements of the District and provided an overview of the procedures used to audit the financial statements. Ms. Keeley informed the Board that an unmodified opinion will be issued, with no audit adjustments to the year-end financial statements, no conflicts with management, and no deficiencies noted in the audit.

Following review and discussion, upon motion duly made by Director Crago, seconded by Director Zingler and, upon vote, unanimously carried, the Board accepted the 2017 Audited Financial Statements, and authorized Pinnacle Consulting Group, Inc. to file the 2017 Audited Financial Statements with the Office of the State Auditor no later than July 31, 2018.

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DEPARTMENT/  
PERSONNEL  
MATTERS

Fire Chief Annual Performance Review: Chairman Crago reviewed the results of the combined Fire Chief Performance Evaluation with Chief Olme on behalf of the Board. Chief Olme's overall performance rating was "Very Good". All of the Board members commented that Chief Olme is doing a great job. Chief Olme was provided an opportunity to provide additional comments. A copy of the Performance Evaluation will be placed in Chief Olme's personnel file.

Ms. Adler reminded the Board that the salary increases effective January 1<sup>st</sup> and May 9<sup>th</sup> applied to firefighting staff only and not to Chief Olme. The Board will discuss the Chief's salary during the regular Board Meeting in July.

Director Mitchell arrived at this time.

Chief's Report: Chief Olme reviewed with the Board the written report detailing May activity, noting that there were 49 calls in May.

**Operations/Personnel Matters.** Chief Olme reported that one full time firefighter was terminated on June 1, 2018.

**Vehicles/Equipment Status.** Chief Olme reported that Engine 42 remains at McCandless pending replacement of the engine. Repairs to Tender 423 are complete and were provided under warranty, at no cost to the District. All vehicles, with the exception of Engine 42 are in service.

**Station Nos. 1 and 2/Facilities.** Chief Olme reported that the kitchen remodel for Station No. 1 is in progress and the countertops will be installed in the next few weeks. An additional proposal for installation of a shower remains pending.

Chief Olme reported that new carpet was installed and the blinds will be installed on June 28 at Station No. 2.

Chief Olme reported regarding the cost to chip seal the driveway and parking area at Station No. 2, noting that the original agreement with the contractor was a total cost of \$4,000.00. Following several additions to the scope, and work extended over a period of days, Chief Olme was presented with an invoice totaling \$18,190. Chief Olme successfully negotiated the total cost to the District down to \$8,185.

Chief Olme reported that research continues on cost effective options to replace or renovate current signage at the main entrance to Station No. 2.

Chief Olme reported that she is working with Attorney Powell in researching the requirements of the Colorado Charitable Solicitations Act, and whether registration by the District is required in order for the District to engage in various fundraising activities.

**Grant Funds.** Chief Olme reported that the District applied to FEMA for a Fire Prevention and Safety Grant for the purchase of a Sim Table, used for training and response, and has received no response to date. Chief Olme reported that the District applied for SAFER Grant funding to provide salary and benefits for three full-time firefighters. The Board will need to provide a letter authorizing the application.

**HazMat.** Chief Olme reported that the District requested \$5,000 from the Homeland Security South Central Region for equipment replacement and was awarded \$3,500. The needed equipment will be replaced once funds are received.

**Fire Prevention/Public Education.** There was no new information to report.

**Training.** Chief Olme reported that the Regional Firefighter I Academy concluded April 30<sup>th</sup>. All ten recruits passed the HazMat and Firefighter I exams.

There was no update on the possible donation of land for a training center.

**National Wildland Call-Out.** Chief Olme reported that Brush 42 is listed as available on the National Wildland Call-Out list. Engine 423 is currently in Durango and Tender 42 is in Dolores. There are five crew members out.

**Inspections.** Chief Olme reported that all three shifts are performing routine inspections.

**Upcoming Projects.** Chief Olme reported that the District is working through the logistics of implementing a chipping program for residents and property owners.

Chief Olme reported that the department appreciation luncheon for members and families originally scheduled for June 22<sup>nd</sup> will be moved to a date in late August or September at Station No. 2.

Review and Consider Expenditure Requests: Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board ratified approval of the \$8,185 expenditure for chip sealing of the driveway and parking areas at Station No. 2.

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FINANCIAL  
MATTERS

Ratify Payment of Claims: Ms. Adler reviewed expenditures with the Board for the period May 2, 2018 through June 4, 2018, totaling \$103,198.33.

Following review and discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period May 2, 2018 through June 4, 2018, totaling \$103,198.33.

Review and Approve June Payables: Chief Olme reviewed with the Board the June payables previously distributed to the Board via email. Following discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board approved the June payables and authorized Chief Olme to schedule payment through First Bank.

Unaudited Financial Statements and Cash Position Statement: Ms. Adler reviewed with the Board the unaudited Financial Statement for the period ending April 30, 2018 and the Cash Position Statement for the period ending June 4, 2018.

Following review and discussion, upon motion duly made by Director Zingler, seconded by Director Castellano and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending April 30, 2018, and the Cash Position Statement for the period ending June 4, 2018, as presented.

LEGAL  
MATTERS

Attorneys' Report: Attorney Court reviewed the written attorneys' report with the Board.

Attorney Court reported that the Governor vetoed HB18-1181 which would have allowed special districts, in the discretion of each district's Board of Directors, to include non-resident property owners as eligible electors to vote in special district elections.

Executive Session: Pursuant to § 24-6-402(4) of the Colorado Revised Statutes, Director Castellano moved that this regular public meeting of the Board of the North-West Fire Protection District adjourn and, upon an affirmative vote of at least two-thirds of the quorum present, that the Board reconvene in Executive Session to receive legal advice regarding the Gallagher Amendment pursuant to § 24-6-402(4)(b), C.R.S.

Director Mitchell seconded the motion. The vote carried unanimously. Chief Olme, Ms. Tinney, Ms. Adler, and Ms. Green were invited to attend the Executive Session.

Attorney Court certified for the record that, pursuant to § 24-6-402(4)(b) of the Colorado Revised Statutes, all of the executive session discussion will constitute an attorney-client privileged communication and will not be recorded.

The Board went into Executive Session at 7:22 P.M

The Board did not engage in substantial discussion of any matter not enumerated in § 24-6-402(4)(b), C.R.S. The Board did not adopt any proposed policy, position, resolution, rule, regulation or formal action. The Executive Session was adjourned at 7:36 P.M. on a motion by Director Mitchell, seconded by Director Castellano, and passed by the affirmative vote of all members.

Notice of Intent for November Coordinated Election: Following discussion, upon motion duly made by Director Castellano, seconded by Director Mitchell and, upon vote, unanimously carried, the Board directed Ms. Tinney to file a notice with Park County that the District might participate in the November 2018 Coordinated Election, as such notices are required by July 30, 2018.

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COMMUNITY  
MATTERS

There were no community matters brought before the Board.

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OTHER  
BUSINESS

Consider Board Member Attendance at the 2018 Special District Association Annual Conference: Ms. Tinney and Chief Olme provided information regarding the Special District Association Annual Conference scheduled to be held September 12-14 in Keystone, Colorado.

Following review and discussion, upon motion duly made by Director Crago, seconded by Director Zingler and, upon vote, unanimously carried, the Board authorized any interested Board members to attend the Special District Association Annual Conference scheduled to be held September 12-14 in Keystone, Colorado. Pinnacle Consulting Group, Inc. will coordinate conference registration and lodging reservations with Chief Olme.

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ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Mitchell, seconded by Director Castellano and, upon vote, unanimously carried, the meeting was adjourned at 7:47 P.M.

Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MINUTES OF THE JUNE 13, 2018 REGULAR MEETING OF THE NORTH-WEST FIRE PROTECTION DISTRICT BOARD OF DIRECTORS, BY THE DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
Will Crago

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Tom Nourse

\_\_\_\_\_  
Maria Mitchell

\_\_\_\_\_  
Kim Castellano

\_\_\_\_\_  
Tim Zingler

I hereby attest that the information communicated during the Executive Session, which was not recorded, constituted privileged attorney-client communications.

\_\_\_\_\_  
Matt Court, Esq.

I hereby attest that the Executive Session was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. 24-6-402(4)(b).

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Will Crago, President